



REQUEST FOR EXPRESSION OF INTEREST (CONSULTING FIRMS)

Date of Issue: 25th October 2025

Country: Malawi

Assignment Title: REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE PROVISION OF YOUTH INCUBATION AND PROMOTING ADVANCED AGRI-BUSSINESS SCHOOL (ABS) FOR SMALL HOLDER FARMERS

Reference Number: TRADE-MWI-2000001600-0416-CS-LCS

1. Ministry of Local Government, Unity and Culture is the lead implementing agency of a six-year Transforming Agriculture through Diversification and Entrepreneurship (TRADE) Programme. TRADE is a successor Programme of the Rural Livelihoods and Economic Enhancement Programme (RLEEP) and it is being co-funded by the International Fund for Agricultural Development (IFAD) and OPEC Fund for International Development (OFID). The goal of TRADE is to improve the sustainable livelihoods of rural people in Malawi.
2. TRADE intends to apply part of the proceeds for the 2025/26 financial year for the recruitment of a consulting firm to provide consulting services for the Provision of Youth Incubation and Promoting Advanced Agri-business School (ABS) For Small Holder Farmers and invites eligible consulting firms (“consultants”) to indicate their interest in providing the consulting services.
3. The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with **TRADE**.

4. TRADE (“the client”) now invites eligible consulting firms (“consultants”) to indicate their interest in providing the services. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience and expertise to perform the services.
5. The attention of interested consultants is drawn to IFAD’s Anti-Money Laundering and Countering the Financing of Terrorism Policy¹ and the Revised IFAD Policy on Preventing Fraud and Corruption its. Activities and Operations². The latter sets forth IFAD’s provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation, and Abuse.²
6. The consultants shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential, or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one procurement process under this procurement action, c) have a business or family relationship with a member of the Purchaser’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this Proposal, (ii) the shortlisting or selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential, or reasonably perceived conflict of interest during the preparation of the EOI, the selection process, or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract, and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
7. **Evaluation Procedure:** A consultant will be selected using **Least Cost Selection (LCS)** evaluation procedure in accordance with the IFAD Procurement Handbook dated December, 2020, which is available at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in Annex 2. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.

¹ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>. ² The policy is accessible at www.ifad.org/anticorruption_policy.

² The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. **Submission Procedure:** Interested Consulting Firms are invited to submit their expression of interest clearly labelled with the above consultancy subject and reference number using the forms provided for this purpose to the address below no later than **14th November, 2025 at 14:00 hrs.** Consulting Firms are expected to sign a submission register at the reception before depositing their EOIs in the tender box located at TRADE reception. Late submissions will be rejected and electronic submissions shall not be accepted.
10. Interested applicants should request for Terms of Reference for the recruitment of a consulting firm to provide consulting services consulting services for the Provision of Youth Incubation and Promoting Advanced Agri-business School (ABS) For Small Holder Farmers by writing and/or emailing procurement@tradeprogramme.org or alinafe@tradeprogramme.org or downloading the Terms of reference from the TRADE website: <https://www.tradeprogramme.org/procurement-update> or contacting the Procurement and Contracts Specialist at address 12a(i) below
11. Any request for clarification on this REOI should be sent via e-mail to the address below no later than 14 days thus by 29th September 2025 before the deadline through email procurement@tradeprogramme.org. TRADE Programme will have no obligation to respond to questions submitted after this day. Responses to all questions received by the 7th day (8th November 2025) will be published on the TRADE Programme website by 8th November 2025.
12. Expressions of interest clearly marked “Expressions of interest for Consulting Services for the Provision of consulting services for the Provision of Youth Incubation and Promoting Advanced Agri-business School (ABS) For Small Holder Farmers ” must be deposited in the tender located at the reception at the address in 12(a) (ii) below before Friday, 14th November 2025 at 14:00 hrs. Consulting firms are expected to sign a submission register at the reception before depositing their Expression of Interest. Late submissions will be rejected Interested Consultants may obtain further information at the address in 12 (a) i) below:

a. The addresses as indicated above are as follows:

(i). For enquiries, clarification and request for information is;

The Procurement and Contracts Department
Attention: Procurement and Contracts Specialist

Email: procurement@tradeprogramme.org

(ii). For Delivery and Submission of EOIs

The IPDC Chairperson
Transforming Agriculture through Diversification and
Entrepreneurship (TRADE)
Area 9/328, Multi-Choice Street
P.O. Box 2135
Lilongwe

(iii) For Opening of EOIs

TRADE- Ground Floor, Main Conference Room
Area 9/328, Multi-Choice Street
P.O. Box 2135
LilongWE



P.O. Box 2135, Lilongwe, Malawi



www.tradeprogramme.org



npc@tradeprogramme.org



Plot # 9/328, Off Mchinji Road

